

**SUFFOLK COUNTY DEPARTMENT OF HEALTH SERVICES  
OFFICE OF WASTEWATER MANAGEMENT  
360 YAPHANK AVENUE, SUITE 2C  
YAPHANK, NY 11980  
(631) 852-5700**

**INSTRUCTIONS FOR OBTAINING FINAL HEALTH DEPARTMENT APPROVAL OF  
CONSTRUCTED PROJECTS FOR OTHER THAN SINGLE FAMILY RESIDENCES**

It is the applicant's responsibility to call the Department to arrange inspections of the sewage disposal and/or water supply facilities prior to backfilling. These include inspections of sewage collection / disposal systems and water supply system components and piping, and final grading as shown on the approved plans. In certain cases inspections of the soil excavations for sewage disposal systems as well as other inspections, may be required. The Department must be notified at least 48 hours in advance of scheduled backfilling.

Following satisfactory construction and inspection of the sewage disposal / sewage collection and water supply facilities, the following items are required for final approval:

1. Four (4) prints of an As-Built plan of the subject property, prepared by a licensed design professional or surveyor, showing the following information:
  - a. The lot location, tax map number(s), lot area, and metes/bounds description.
  - b. The exact location, number of stories, dimensions, and gross floor area of all building(s).
  - c. The exact location of sewage disposal system components. Give two (2) dimensions measured from the building corners to each cover at grade. For large systems, provide measurements in a table format.
  - d. The exact location of the private well, if applicable. Give two (2) dimensions measured from the building corners to the well.
  - e. The exact location of the public water service lateral line(s), if applicable.
  - f. The exact location of sewer line(s) from all buildings to the street, if applicable.
  - g. The exact location of sewage collection system components, if applicable. This includes sewer piping, manholes, cleanouts, and building sewers. Inverts and sizes may be required.
  - h. For projects served with private water distribution systems, the exact location of on-site water mains, services, valves, curb boxes, hydrants, RPZ devices, and master meters must be shown.
  - i. The exact location of storm drainage structures.
2. If a well has been installed as the potable water supply, then the applicant must submit a well water analysis completed within one year by a certified lab, and a well driller's certificate completed by a licensed well driller. If the well or water quality does not conform to standards, corrective measures will be required as described in the Department's "*Private Water System Standards*."
3. If public sewers are utilized to serve the project, the applicant must also submit one (1) copy of the sewer line inspection approval from the sewer district. In districts operated by Suffolk County, one (1) original of Form S-9, duly executed by the Suffolk County Department of Public Works, and one (1) copy of a Suffolk County Department of Public Works field sketch are required.

4. If public water is utilized to serve the project, a tap letter from the appropriate water district indicating that service has been completed to the building(s), will be required.
5. For projects served with private water distribution systems, bacteriological analyses of water samples collected after disinfection are required at locations specified by the SCDHS.
6. If a subsurface sewage disposal system has been installed, the applicant must submit a certificate from a licensed sewage disposal installer, attesting that the system has been constructed according to the criteria of the SCDHS. Refer to **Certification of Sewage Disposal System by Installer**, form **WWM-078**. (If not licensed, the installer must contact the Suffolk County Office of Consumer Affairs at (631) 853-4596.)
7. In certain cases, the applicant will be required to submit a certification from a licensed design professional, attesting that all components of the sewage disposal or sewage collection systems have been properly inspected and constructed according to the approved plans and permit conditions. Refer to **Certification of Constructed Works by Design Professional**, form **WWM-073**.
8. In certain cases, including projects involving Multiple Residential Units, the applicant will be required to submit a **Certification of Carbon Monoxide Alarm Installation** (form **WWM-075**). Refer to “*Carbon Monoxide Alarm Standards*” for details regarding carbon monoxide detector requirements.
9. For situations involving the abandonment of existing sewage disposal systems, the applicant must submit a **Certification of Sewage Disposal System Abandonment**, form **WWM-080**, and/or a **Certification of Constructed Works by Design Professional**, form **WWM-073**.

**For a list of specific items required for Final Approval of a certain project, applicants should refer to the Permit Conditions (form WWM-016) issued with their stamped approved plans at the time of Approval to Construct.**

**THE HEALTH DEPARTMENT REFERENCE NUMBER AND TAX MAP NUMBER  
MUST BE ON ALL CORRESPONDENCE OR DOCUMENTS SUBMITTED.**

**PHOTOCOPIES OF DOCUMENTS WILL NOT BE ACCEPTED**